

Sample Combination Resume

NAME

City, State | Phone | Email | LinkedIn

Objective

This is an optional section. Keep it to one line. If you know the specific title you are seeking, place it here. You can also indicate your field of Interest, as in “Sales position in the roofing industry.

Summary

Another optional area. Use bullet points and list three to five key skills You have related to the position you’re seeking.

Related

Experience

(Change “related”

To a word that

Describes what

you’re going for,

such as “Sales

Experience.”

Company Name. Location. Title

Dates

- Up to five bullet points illustrating key responsibilities and accomplishments.

- Use reverse chronological order. Start with most recent job related to the category first.

- Place in order of importance/relevance to the job you are seeking.

- If title is more impressive than company name, lead with title, just be consistent.

- Use active verbs (do not use “responsible for” or “duties included.”)

Additional

Experience

(If possible,

change “Additional”

to another relevant

area of expertise,

such as

“Management.”)

Company Name. Location. Title

Dates

- Same as above but limit to three bullet points if the category isn’t as relevant.

- Focus on projects, achievements, and finance-related successes.

- Use data when relevant and helpful.

Education

(This section can be moved above “Experience” if it is more relevant to the employer or if you just graduated.)

Degree received, field of study. School Name. Location. Graduation Date

- Use bullets to highlight important accomplishments, including GPA
(If over 3.0, honors, awards, relevant internships, etc.)